



City of Upland

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PLAN CHECK SUBMITTAL FORM

DATE: _____

JOB ADDRESS: _____ APN: _____

DESCRIPTION OF WORK

NAME OF PROJECT: _____ SQ. FOOTAGE: _____

(Circle one)

NEW

ADDITION

ALTERATION

REPAIR

DEMOLITION

NO.OF STORIES: _____ TYPE OF CONSTRUCTION: _____ OCCUP. LOAD _____

USE / OCCUPANCY: _____ PROJECT VALUATION: _____

DESCRIBE WORK: _____

PROJECT	NAME	MAILING ADDRESS	PHONE #
			LIC/REG #
OWNER:			
CONTRACTOR:			
ARCHITECT:			
ENGINEER:			

CONTACT PERSON: _____ PHONE# _____



City of Upland

PLAN CHECK SUBMITTAL FORM

JOB ADDRESS:_____.

THE FOLLOWING HAVE BEEN SUBMITTED: (PLEASE CHECK)

- ☐ **2 SETS OF COMPLETE BUILDING PLANS**
(Wet stamped by Architect or Engineer if applicable)
- ☐ **2 SETS OF STRUCTURAL CALCULATIONS**
- ☐ **2 SETS OF ENERGY CALCULATIONS**
- ☐ **2 SETS OF COMPLETE PLANS TO UPLAND FIRE DEPARTMENT**
- ☐ **1 SOILS REPORT**
- ☐ **CONTACTED COUNTY HEALTH DEPARTMENT**
(Food Operations, Drinking and Dining Establishments, Commercial Pools)
- ☐ **CONTACTED SOUTH COAST AQMD**
(Dry Cleaning, Gas Stations, Wood Furniture, Auto Body Shops, Paint Spray Booths, Etc.)



South Coast
Air Quality Management District
 21865 Copley Drive, Diamond Bar, CA 91765-4182
 (909) 396-3529 • [http:// www.aqmd.gov](http://www.aqmd.gov)

Air Quality Permit Checklist

California State Law Code 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: _____

Property Address: _____

City: _____ Zip Code: _____

Contact Person: _____ Title: _____

Type of Business: _____ Telephone: _____

Fax Number: _____ e-mail address: _____

Applicant (print name): _____ Signature: _____

Date: _____

- Will the facility have any of the following equipment? Yes ☐ No ☐
 - Charbroiler
 - Dry cleaning machine
 - Spray booth
 - Printing press (screen/lithographic/flexographic)
 - Internal combustion engine greater than 50 HP (excluding motor vehicles)
 - Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input)
 - Abrasive blasting cabinet/room
 - Baghouse/cartridge-type dust filter/scrubber
 - Motor fuel storage and dispensing equipment
- Will any of the following operations be performed? Yes ☐ No ☐
 - Application of paints or adhesives
 - Etching, plating, casting, or melting of metals
 - Molding, extruding, or curing of plastics
 - Mixing and blending of liquids and/or powders
 - Storage of acids, solvents, organic liquids, or fuels
 - Production of fumes, dust, smoke, or strong odors

If you answered "No" to both questions, this checklist is your clearance from AQMD. If you answered "Yes" to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at **1-800-CUT-SMOG (1-800-288-7664)**.